Representative Jerome Zeringue
Chairman



Representative Francis Thompson Vice Chairman

# Fiscal Year 2023 Executive Budget Review Department of State

House Committee on Appropriations

House Fiscal Division

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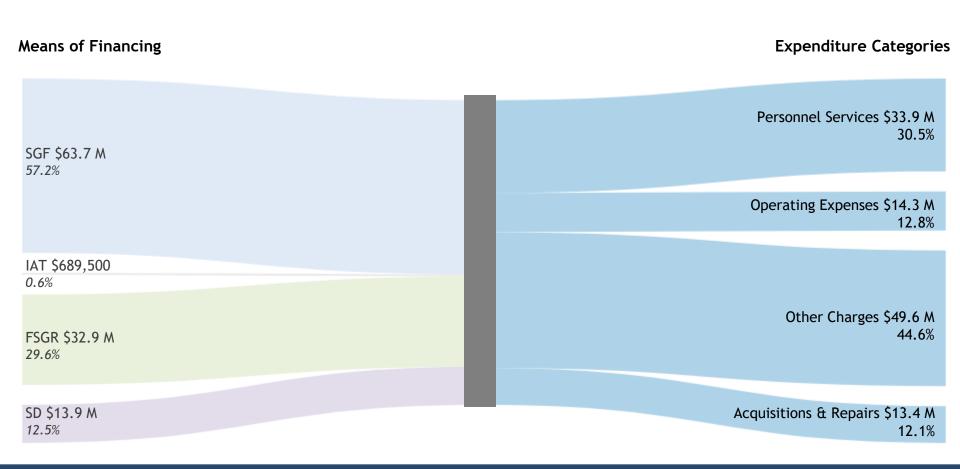
All data and figures were obtained from the governor's Fiscal Year 2022-2023 Executive Budget and Supporting Documents provided by the Office of Planning and Budget within the Division of Administration along with House Bill 1 of the 2022 Regular Session, unless otherwise noted.

https://www.doa.la.gov/doa/opb/ budget-documents/

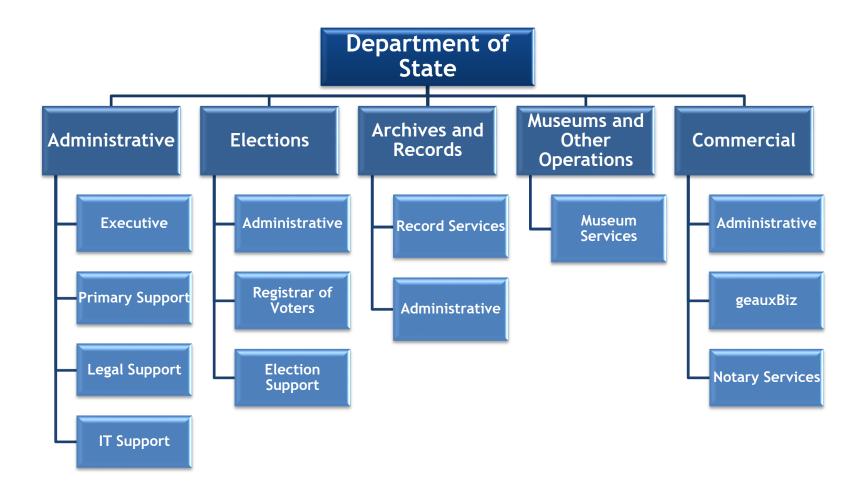
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### BUDGET RECOMMENDATION FY 23

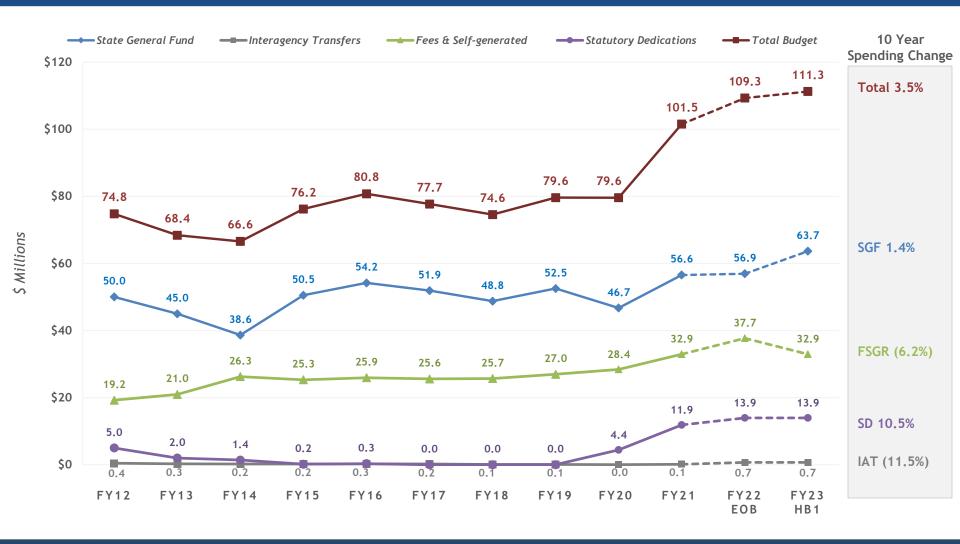
**Total Recommended = \$111,251,874** 



# DEPARTMENT ORGANIZATION



### HISTORICAL SPENDING



### HISTORICAL BUDGET



# PRIOR YEAR ACTUALS FY 21

Means of Finance	Final Budget (w/o FY22 carryfwrd)		Amount Spent		Unspent Authority	Unspent Authority %	Unspent % by MOF
General Fund	\$ 57,081,444	\$	56,570,060	\$	511,384	0.9%	3.3%
Interagency Transfers	702,500		148,760		553,740	78.8%	3.6%
Self-generated	33,512,459		32,937,949		574,510	1.7%	3.7%
Statutory Dedications	25,784,445		11,881,815		13,902,630	53.9%	89.5%
Federal	0		0		0	0.0%	0.0%
FY21 Total	\$ 117,080,848	\$	101,538,584	\$	15,542,264	13.3%	100.0%

Historical Total Unspent Budget Authority

	Final Budget	,	Amount Spent	Uns	spent Authority	Unspent %
FY20 Total	\$ 93,276,010	\$	79,585,968	\$	13,690,042	14.7%
FY19 Total	86,507,246		79,622,365		6,884,881	8.0%
FY18 Total	77,876,540		74,574,290		3,302,250	4.2%
3 Year Avg.	\$ 85,886,599	\$	77,927,541	\$	7,959,058	9.3%

### Prior Year Actuals FY 21

#### Were projected revenues collected?

	Final Budget (w/o FY22 carryfwrd)				Difference
SGF	\$	57,081,444	\$	56,570,060	\$ (511,384)
IAT		702,500		188,104	(514,396)
FSGR		33,512,459		41,211,106	7,698,647
SD		25,784,445		12,035,313	(13,749,132)
FED		0		0	0
Total	\$	117,080,848	\$	110,004,583	\$ (7,076,265)

The department collected \$7 million less than the FY 21 budget. The majority of excess budget authority over collections was in statutory dedications out of the Help Louisiana Vote Fund which contains funds for the purchase of new voting machines. The department collected \$7.7 million more than budgeted in fees and self-generated revenue. Collections were higher primarily in the Commercial Program due to a greater number of reporting submissions during the COVID-19 pandemic.

#### Were collected revenues spent?

	Revenue Collections		Expenditures		Difference
SGF	\$	56,570,060	\$	56,570,060	\$ 0
IAT		188,104		148,760	(39,344)
FSGR		41,211,106		32,937,949	(8,273,157)
SD		12,035,313		11,881,815	(153,498)
FED		0		0	0
Total	\$	110,004,583	\$	101,538,584	\$ (8,465,999)

The department collected \$8.3 million more than was spent in fees and self-generated revenue. \$5.6 million was moved from FY 21 into FY 22 to cover expenditures in the Elections along with the Museums and Other Operations programs.

### EXISTING OPERATING BUDGET FY 22

The FY 2021-22 Existing Operating Budget (EOB) was frozen on December 1, 2021. This point-in-time reference is used in both the Executive Budget and the General Appropriations Bill.

Means of Finance	Appropriation		Mid-Year Adjustments		risting Operating Budget
General Fund	\$	56,679,090	\$ 243,490	\$	56,922,580
Interagency Transfers		694,500	25,000		719,500
Self-generated Revenue		37,318,931	390,911		37,709,842
Stautory Dedications		13,949,699	0		13,949,699
Federal		0	0		0
Total	\$	108,642,220	\$ 659,401	\$	109,301,621

	Budget Adjustments From Appropriation to EOB								
July	August	September	October	November					
\$25,000 - Interagency transfers in the appropriations bill allocated funding to the Louisiana State Oil and Gas Museum out of the Shreveport Riverfront and Convention Center and Independence Stadium Fund	\$634,401- carryforward professional legal services contracts, hardware and software services, digital film transfer/conversion, IT hardware for cybersecurity, interactive multimedia screen, and notarial law and practice books	No change	No change	No change					

### MONTHLY SPENDING TREND



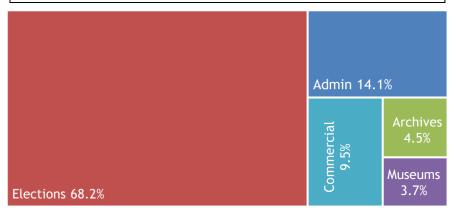
### Funding Recommendation FY 23

### Total Funding = \$111,251,874

Means of Finance								
State General Fund	\$	63,663,715						
Interagency Transfers		689,500						
Fees & Self-generated		32,948,960						
Statutory Dedications		13,949,699						
Federal Funds		0						
	Total \$	111,251,874						

	FSGR 29.6%
SGF 57.2%	SD 12.5%

Program Funding & Authorized Positions							
		Amount	Positions				
Administrative	\$	15,705,454	77				
Elections		75,922,109	131				
Archives and Records		4,997,076	33				
Museums and Other Operation		4,103,672	34				
Commercial		10,523,563	55				
Total	\$	111,251,874	330				



# Sources of Funding

State General Fund	Interagency Transfers	Self-generated Revenue
\$63.7 M	\$689,500	\$32.9 M
The chief operating fund of the State recognized by the Revenue Estimating Conference from various taxes, licenses, fees, and other revenue sources except for those identified as other means of financing	\$530,000 Budget authority for two federal grants through the Governor's Office of Homeland Security and Emergency Preparedness  \$159,500 Payments from other state and local agencies for the microfilm services that the department provides. The largest amounts come from the following:  Board of Regents City of Lake Charles Department of Children & Family Services Eastern LA Mental Health System LA State Board of Nursing St. Charles Parish Finance Department	\$29.6 Million  Business filings- annual reports, domestic corporations, foreign corporations, registrations for trademarks or partnerships, providing certificates of good standing, providing copies and certified copies of any requested documents  \$3.2 Million Election expense- local government cost recovery  \$84,962 Rental for events and weddings from the Old State Capital and other museums

# STATUTORY DEDICATIONS

Fund Name	Source	Usage	FY 22 - EOB	FY 23 - HB1
Help Louisiana Vote Fund Election Administration	Act 142 of 2003 established this fund for purposes of improving Louisiana's elections in accordance with the Help America Vote Act of 2002 (HAVA)	Improving election administration, acquisition of equipment and voting system technologies, nondiscriminatory election technology and administration	\$12,512,099	\$12,512,099
	The sources of money deposited into the fund shall be any federal monies received by the state pursuant to HAVA, any subsequent federal funding related to elections, and any monies appropriated to the fund			
Voting Technology Fund	Fees for the sale of precinct maps and rental of election equipment, and any other monies appropriated	General operating purposes and the acquisition and maintenance of voting machine technology, including hardware and software, voting equipment and supplies, voter outreach, voter improvement, and early voting	\$1,324,522	\$1,324,522
Shreveport Riverfront & Convention Center & Independence Stadium Fund	State sales tax on hotel stays in Shreveport	Funds are for use at the La. State Exhibit Museum in Shreveport	\$113,078	\$113,078
		Total	\$13,949,699	\$13,949,699

### FUNDING COMPARISON

Means of Finance	E	FY21 Actual xpenditures	FY22 ting Operating dget 12/1/21	FY23 HB1 Budget	Change Existing Operating Budget to HB1		Change Actual Expenditures to HB1		
SGF	\$	56,570,060	\$ 56,922,580	\$ 63,663,715	\$	6,741,135	11.8%	\$ 7,093,655	12.5%
IAT		148,760	719,500	689,500		(30,000)	(4.2%)	540,740	363.5%
FSGR		32,937,949	37,709,842	32,948,960		(4,760,882)	(12.6%)	11,011	0.0%
Stat Ded		11,881,815	13,949,699	13,949,699		0	0.0%	2,067,884	17.4%
Federal		0	0	0		0	0.0%	0	0.0%
Total	\$	101,538,584	\$ 109,301,621	\$ 111,251,874	\$	1,950,253	1.8%	\$ 9,713,290	9.6%

#### Significant funding changes compared to the FY 22 Existing Operating Budget

#### State General Fund

\$6.3 million - increase for the elections program, there will be statewide primary/general and municipal primary/general elections in FY 23

\$896,232 - increase to add the Old Governor's Mansion to the museums program and increase authorized positions to expand operating hours for various museums

\$675,000 - increases funding in the administrative program for computer and software acquisitions.

(\$757,627) - removes one-time funding allocated to the elections and museums programs

#### Interagency Transfers

(\$25,000) - removes one-time funding for the Louisiana State Exhibit and the Louisiana Oil and Gas Museums

(\$5,000) - decreases contracts from various state agencies for microfilm services due to a decrease in demand

#### Fees & Self-generated

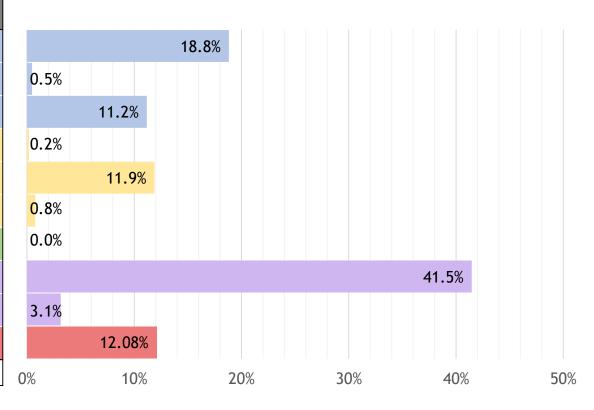
(\$3.8 M) - removes funding that was moved into FY 22 from FY 21 and allocated to the elections, archives and records, museum and other operations, and commercial programs

(\$934,020) - removes funding for onetime purchases of acquisitions and major repairs, offset by increases in statewide standard adjustments

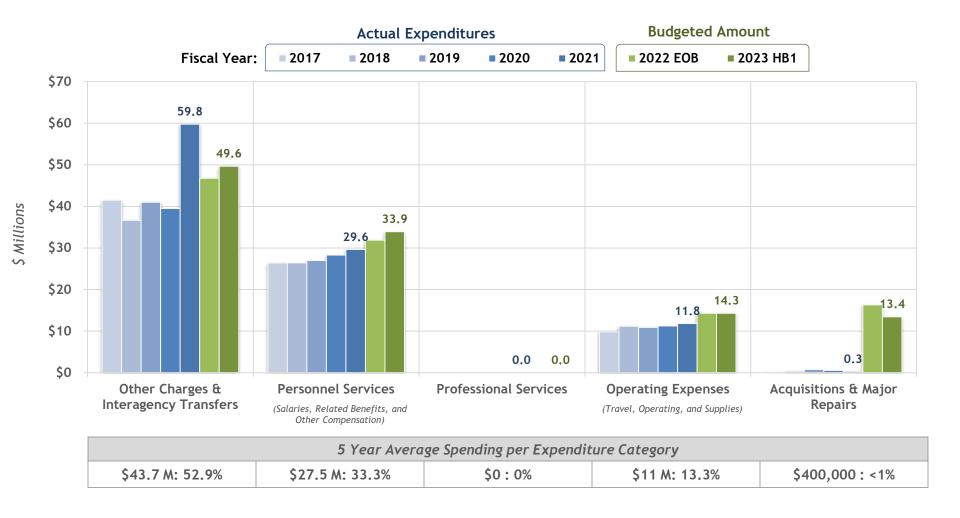
### EXPENDITURE RECOMMENDATION FY 23

### Total Budget = \$111,251,874

Expenditure	e Cat	tegory
Salaries	\$	20,946,971
Other Compensation		525,694
Related Benefits		12,430,834
Travel		199,845
Operating Services		13,226,004
Supplies		854,521
Professional Services		0
Other Charges		46,125,579
Interagency Transfers		3,502,827
Acquisitions/Repairs		13,439,599
Total	\$	111,251,874



# EXPENDITURE HISTORY



# EXPENDITURE COMPARISON

Expenditure Category	FY21 Actual Expenditures	FY22 Existing Operating Budget 12/1/21	FY23 HB1 Budget	Change Existing Operating Budget to HB1		Change Actual Expenditures to HB1	
Salaries	\$ 18,522,967	\$ 19,713,336	\$ 20,946,971	\$ 1,233,635	6.3%	\$ 2,424,004	13.1%
Other Compensation	407,974	525,694	525,694	0	0.0%	117,720	28.9%
Related Benefits	10,703,356	11,622,801	12,430,834	808,033	7.0%	1,727,478	16.1%
Travel	115,899	279,845	199,845	(80,000)	(28.6%)	83,946	72.4%
Operating Services	11,088,906	13,098,116	13,226,004	127,888	1.0%	2,137,098	19.3%
Supplies	617,198	900,519	854,521	(45,998)	(5.1%)	237,323	38.5%
Professional Services	0	0	0	0	0.0%	0	0.0%
Other Charges	56,682,784	43,599,369	46,125,579	2,526,210	5.8%	(10,557,205)	(18.6%)
Interagency Transfers	3,085,822	3,243,409	3,502,827	259,418	8.0%	417,005	13.5%
Acquisitions/Repairs	313,678	16,318,532	13,439,599	(2,878,933)	(17.6%)	13,125,921	4,184.5%
Total	\$ 101,538,584	\$ 109,301,621	\$ 111,251,874	\$ 1,950,253	1.8%	\$ 9,713,290	9.6%

# SIGNIFICANT EXPENDITURE CHANGES FY 23

#### Compared to the FY 22 Existing Operating Budget

Compared to the FF 22 Existing Operating Budget								
Personnel Services	Operating Services							
<ul> <li>\$1.3 million increase for market rate adjustments, related benefits increases</li> <li>\$1 million increase for the 27<sup>th</sup> pay period</li> <li>\$85,044 to increase one authorized position in the Administrative Program for additional support staff for the legal division</li> <li>\$80,309 Increase for one additional authorized position for a curator for the Old Governor's Mansion, which was added as a museum in FY 22</li> </ul>	<ul> <li>\$1,890 net increase for operating services includes:</li> <li>\$347,234 increase in the Museums and Other Operations Program that will allow the Cotton, Oil &amp; Gas, Delta, Eddie Robinson, Mansfield, and Germantown museums to return to operating 5 days a week</li> <li>\$296,675 increase in operating services related to election expenses</li> <li>\$169,691 increase for utilities and other operating expenses related to the upkeep and maintenance of the Old Governor's Mansion</li> <li>\$100,000 increase for specialty printing and related postage due to an increase in the number of election related notices, such as polling location changes and voter identification cards</li> <li>(\$762,627) decrease removes one-time funding that was added in FY 22 for operating services expenditures</li> </ul>							

# SIGNIFICANT EXPENDITURE CHANGES FY 23

#### Compared to the FY 22 Existing Operating Budget

Other Change	A
Other Charges	Acquisitions/Repairs
<ul> <li>\$2.8 million increase in other charges and interagency transfers include:</li> <li>\$2.3 million increase for the extension of early voting machine leases</li> <li>\$1.6 million increase to align projected election expenses with FY 23 need. The total estimated cost of elections in FY 23 is \$17.5 million.</li> <li>\$1.1 million increase to re-bid 16 of the 32 voting machine warehouse leases</li> <li>\$564,838 increase to provide for the Registrar of Voter's 27th pay period</li> <li>\$369,290 increase for the Registrar of Voters' pay increases, corresponding benefits and Certified Elections Registration Administrator (CERA) certifications</li> <li>(\$3.2 million) decrease removes funding that was moved into FY 22 from FY 21 for various other charges expenditures in all programs</li> </ul>	<ul> <li>(\$2.8 million) decrease in acquisitions includes:</li> <li>(\$3.8 million) - removes funding for acquisitions that was provided in FY 22</li> <li>\$675,000 - increases funding to replace outdated computers and software throughout the department</li> </ul>
Certified Elections Registration Administrator (CERA) certifications  • (\$3.2 million) decrease removes funding that was moved into FY 22 from FY 21 for	

### OTHER CHARGES/INTERAGENCY TRANSFERS

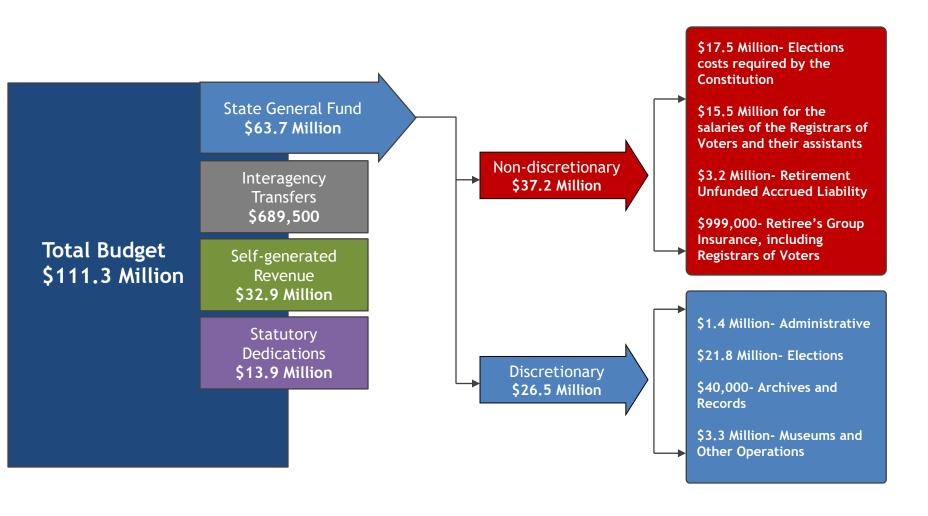
### **Other Charges**

Amount	Description
\$23,103,085	Election expenses: Admin and field operations
	administration, voting machines, poll commissioners, ballot printing, etc.
\$16,891,979	Registrar of Voters salaries and related benefits
\$2,500,000	geauxBiz one stop portal
\$917,000	IT ongoing costs for elections and commercial support
\$900,000	Commercial Online Registration Application
	(CORA) filings
\$750,000	Digital repository
\$500,000	Central electronic repository
\$234,188	Commercial miscellaneous operating expenses
\$166,249	Microfilming contracts
\$113,078	Shreveport Riverfront Convention Center and
	Stadium fund for the LA State Exhibit Museum
\$50,000	and the Louisiana State Oil and Gas Museum Contractual services
	Total Other Charges
\$ 46,125,579	Total Other Charges

### **Interagency Transfers**

Amount	Description
\$1,091,776	Office of Risk Management
\$953,107	Office of Technology Services-
	Telecommunications
\$635,000	Office of State Mail- postage
\$326,722	Office of Technology Services
\$156,020	Civil Service and CPTP fees
\$153,687	State Printing fees
\$79,117	Office of State Procurement (OSP)
\$49,721	Legislative Auditor fees
\$39,168	Uniform Payroll System fees
\$18,509	State Treasurer fees
\$ 3,502,827	Total Interagency Transfers

### DISCRETIONARY EXPENSES FY 23

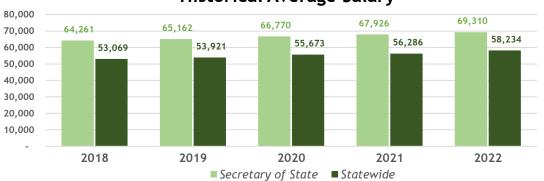


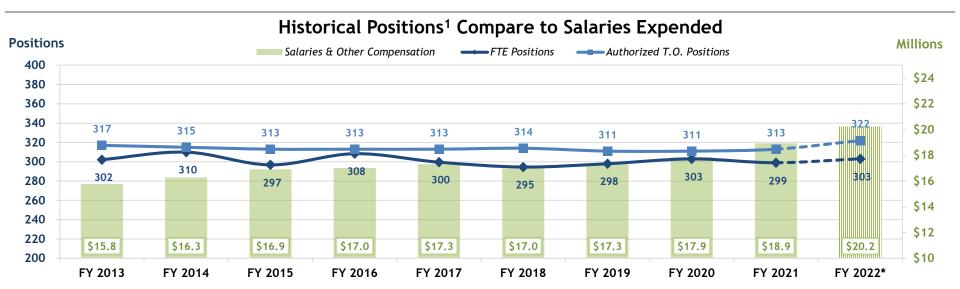
### Personnel Information

#### FY 2023 Recommended Positions

330	Total Authorized T.O. Positions (313 Classified, 17 Unclassified)
0	Authorized Other Charges Positions
0	Non-T.O. FTE Positions
18	Vacant Positions (January 3, 2022)

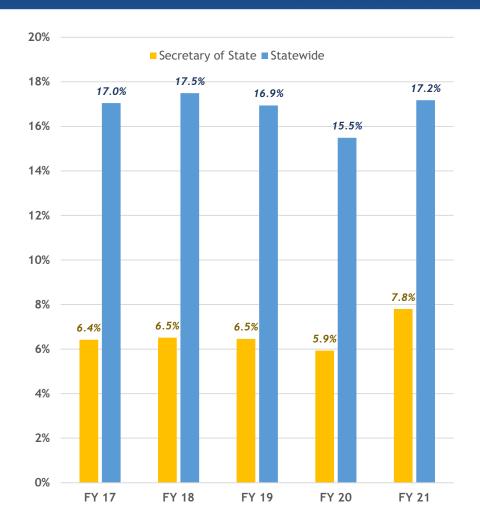






FTE Source: Dept. of Civil Service Weekly Report on State Employment

# TURNOVER HISTORY

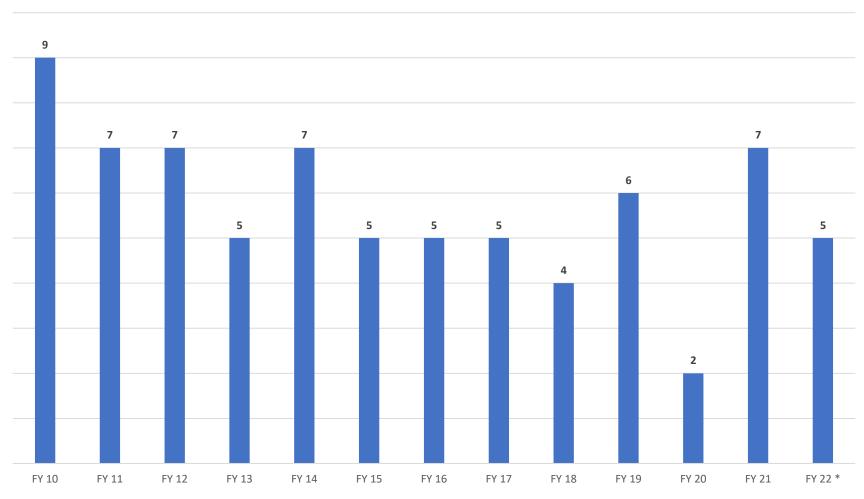


#### Top Positions Vacated FY 2021

Position	Number of Employees	Separations	Turnover Rate
Commercial Specialist C	30	3	10.0%
Elections Technician C	38	3	7.9%
Elections Prog. Spec. B	1	2	200%
Elections Tech. Manager	14	2	14.3%
Admin. Coordinator 2	11	2	18.2%

Source: Department of Civil Service Voluntary Turnover Statistics

# NUMBER OF ELECTIONS



Source: Budget Supporting Documents and Louisiana Secretary of State

<sup>\*</sup> Includes scheduled elections

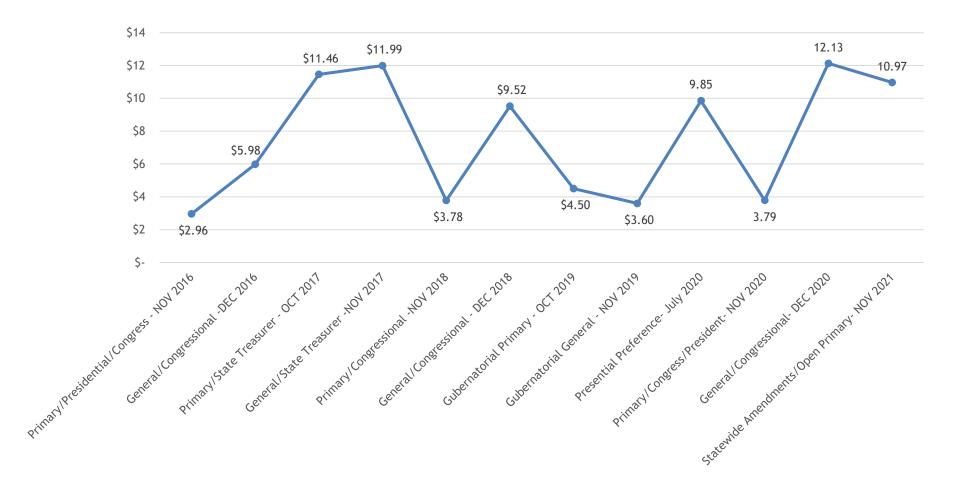
# STATEWIDE ELECTION COSTS

				Number of	Percent	
Fiscal Year	<b>Election Date</b>	Election Type	Cost	Voters	Voted*	Cost/Vote
	10/24/2015	Gubernatorial Primary	\$5,789,667	1,134,729	39.2%	\$5.10
FY 16	11/21/2015	Gubernatorial General	\$5,191,478	1,165,800	40.2%	\$4.45
	3/5/2016	Presidential Preference	\$4,491,293	327,296	24.5%	\$13.72
FY 17	11/8/2016	Open Primary/Presidential/Congressional	\$6,066,275	2,049,532	67.8%	\$2.96
F 1 1 /	12/10/2016	Open General/Congressional	\$5,337,471	893,262	29.5%	\$5.98
		_				
EV 40	10/14/2017	Open Primary/State Treasurer	\$4,864,970	424,497	14.3%	\$11.46
FY 18	11/18/2017	Open General/State Treasurer	\$4,631,146	386,152	13.0%	\$11.99
FY 19	11/6/2018	Open Primary/Congressional	\$5,742,532	1,519,405	50.8%	\$3.78
F 1 19	12/8/2018	Open General/Congressional	\$5,050,895	530,463	17.7%	\$9.52
FY 20	10/12/2019	Gubernatorial Primary	\$6,126,549	1,359,967	45.9%	\$4.50
FY ZU	11/16/2019	Gubernatorial General	\$5,461,348	1,518,718	51.1%	\$3.60
	7/11/2020	Presidential Preference	\$5,158,127	523,416	21.05%	\$9.85
FY 21	11/3/2020	Open Primary/Presidential/Congressional	\$8,225,006	2,169,401	70.14%	\$3.79
	12/5/2020	Open General/Congressional	\$6,401,691	527,821	16.99%	\$12.13
		-				
FY 22	11/13/2021	Statewide Amendments/Open Primary/Orleans Municipal Primary	\$4,670,544	425,798	14.06%	\$10.97

**Source:** Louisiana Secretary of State

<sup>\*</sup> Percentage of registered voters that voted on election day, absentee or early voted

### STATEWIDE ELECTION COST PER VOTE



Source: Louisiana Secretary of State

# **M**USEUMS

Museum	FY 16 Total Cost	FY 17 Total Cost	FY 18 Total Cost	FY 19 Total Cost	FY 20 Total Cost	FY 21 Cost per Visitor	FY 21 Visitation	FY 21 Total Cost
LA State Exhibit Museum	\$854,762	\$852,379	\$916,194	\$895,106	\$841,538	\$34.83	22,863	\$796,318
Old State Capitol	\$1,320,618	\$1,282,492	\$1,320,591	\$1,342,420	\$1,463,368	\$62.91	23,763	\$1,494,930
Cotton Museum **	\$65,870	\$18,088	\$20,071	\$361	\$0	\$0.00	54	\$0
Old Arsenal Museum	\$71,247	\$84,586	Closed	Closed	Closed	Museum n	o longer operate	ed by SOS
Eddie G. Robinson Museum	\$59,264	\$42,987	\$47,246	\$39,995	\$19,263	\$10.96	1,316	\$14,423
Delta Music Museum	\$28,183	\$48,521	\$48,934	\$42,941	\$37,514	\$16.54	2,090	\$34,569
Mansfield Female College	\$31,405	\$38,100	\$26,875	\$27,516	\$26,413	\$4.89	4,577	\$22,382
LA State Oil and Gas Museum	\$65,021	\$67,794	\$57,493	\$57,430	\$47,132	\$374.37	134	\$50,166
Germantown Colony Museum	\$41,876	\$27,107	\$32,367	\$22,659	\$20,820	\$38.84	528	\$20,508
LA Military Hall of Fame and Museum	\$19,674	\$9,697	\$4,427	\$0	Returned to Locals	Returned to Local Entity via Act 75 of the 2020 R.S.		Act 75 of the
Tioga Heritage Park and Museum	\$32,476	\$22,949	Closed	Closed	Closed	Closed in 2019 due to structural issues		tural issues
Total	\$2,590,396	\$2,494,700	\$2,474,198	\$1,534,217	\$2,456,052	\$49	55,325	\$2,433,295

\*\* Expenses reimbursed by local entity

# DEPARTMENT CONTACTS



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### DEPARTMENT OVERVIEW

#### Administrative Program

#### **Executive Services**

Leadership and management function, includes the Secretary of State, executive staff, public information, and publication staff

#### **Primary Support Services**

Provides support to the department, including accounting, purchasing, and human resources

#### **Legal Support Services**

- Legal division reviews and approves all ballot provisions, home rule charter propositions, recall elections, and constitutional amendments; drafts and reviews contracts
- Commission division authenticates signatures on certificates, provides advice, and interpretation of multiple statutes

#### **IT Support Services**

Assists with planning and implementing the information technology hardware and software that the department uses

#### **Elections Program**

#### **Administrative Services**

- Responsible for processing and qualifying candidates for state offices, and preparing ballots for elections
- Directs, assists, and prescribes rules and regulations that are applied by each registrar of voter in the state
- Encourages qualified Louisiana citizens to register to vote by providing educational programs for school-aged children and adults
- · Investigates reports of voter fraud

#### Registrar of Voters

- Responsible for the payment of the state's share of salaries of the Registrar of Voters and their employees, as well as the prorated portion of the annual canvass costs
- The Registrar of Voters is also responsible for registering voters in the state, as well as updating registration data

#### **Election Support Services**

Responsible for the day-to-day maintenance and repair of the voting machines, including election day emergency repair

### DEPARTMENT OVERVIEW

#### Commercial Program

#### **Administrative Services**

- Provides services for business licensing, as well as collects fees and tracks annual reporting for businesses operating in Louisiana
- Serves as the processing agent for the state on foreign filings and corporate filings
- Responsible for the Uniform Commercial Code (UCC) notification system

#### <u>geauxBiz</u>

- Implemented in FY12
- The geauxBiz software and database package is where business can register with the required departments, including the Secretary of State, Louisiana Workforce Commission, and the Department of Revenue
- Prepares a customized business license checklist tailored to any specific business license need

#### **Notary Services**

- Maintains a database on the notaries public registered in the state
- · Processes applications for the state notary exam

#### **Archives and Records Program**

#### **Administrative Services**

- Identifies, collects, preserves, maintains, and makes available the records and artifacts of Louisiana's history at the Louisiana State Archives Building
- Over 2.2 million genealogical records are available online

#### **Record Services**

- Provides the services, information, and facilities necessary to promote and support the state's governmental records
- · Provides storage for business records and for state agencies

### DEPARTMENT OVERVIEW

#### **Museums and Other Operations**

- Responsible for presenting exhibits, education, and other programs to the public that emphasize the
  political, social, and economic influences, personalities, institutions, and events that are part of
  Louisiana's history and culture
- · Acquires, refurbishes, and preserves artifacts and other historical relics

Delta Music Museum

Eddie G. Robinson Museum

Germantown Colony Museum

LA State Cotton Museum ^

LA State Exhibit Museum

LA State Oil & Gas Museum

Mansfield Female College Museum

Old State Capitol

Tioga Heritage Park & Museum\*

<sup>\*</sup> Closed

<sup>^ 100%</sup> Reimbursed by Local entities